



ART&GLOBAL HEALTH CENTER AFRICA

Finance and Operations Intern Job Description

Want to be part of a dynamic, hard-working team making a difference in Malawi? The Art and Global Health Center Africa (ArtGlo) is looking for a highly motivated individual to serve as a Finance and Operations Intern. The experience will be hands-on, in a flexible, supportive and fast-paced multicultural and collaborative environment.

Art & Global Health Center Africa (ArtGlo) harnesses the power of the arts to nurture creative leadership and ignite bold conversations and action. We envision a world where communities are free, open and health, and people are free to be who they are.

As a Finance and Operations Intern, you will play a key role in supporting our finance and operations teams in various tasks. You will be exposed to a wide range of responsibilities, including financial analysis, data management, and operational support, in addition you will also be exposed to events and project activities organising and managing for the project teams. This internship is designed to provide valuable experience and learning opportunities for individuals interested in pursuing a career in finance and operations, especially for the development non-profit organisation.

Responsibilities:

Financial Analysis:

- Support in maintaining accurate financial records and documentation.
- Assist finance staff to run financial reports, proofread budgets, and enter budgets into spreadsheets.
- Work with large datasets to extract, organize, and analyze information.
- Ensure data accuracy and integrity in financial and operational databases.
- Contribute to the development and improvement of data management processes.
- Enter information into the financial accounting systems.
- Assist finance staff with accounting support functions.
- Assist with the reconciliation of bank statements.

Operational Support:

- Collaborate with the operations team to streamline processes and enhance efficiency.
- Assist in tracking and managing inventory levels.
- Support in logistics and supply chain coordination.

Cross-Functional Collaboration:

- Collaborate with various departments to gather relevant data and information.
- Participate in meetings and contribute ideas to improve overall business operations.

Qualifications:

- Atleast Bachelor's degree program in Finance, Business Administration, or a related field.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Excel and other financial accounting software.
- Excellent organizational and time management abilities.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively in a team environment.

How to apply



ART & GLOBAL HEALTH CENTER AFRICA

Qualified candidates should send their applications to: applications@aghcafrica.org and write in the subject line: Finance and Operations Intern – YOUR NAME:

CV/Resume, with 2 references

Letter of Interest describing what you hope to gain from the internship and any relevant experience you have had. Deadline: 9 a.m. Wednesday 24th January, 2024

Only short-listed candidates will be contacted.